

## **MINUTES**

**College Executive Committee • November 1, 2011**

San Diego Miramar College

**Present:** Patricia Hsieh, Randy Barnes, Sandi Trevisan, Joyce Allen, Daphne Figueroa, Susan Schwarz, Terrie Hubbard, Gail Conrad, Brett Bell, Kanchan Farkiya

### **A. Approval of Agenda**

Added: Old Business -- Emergency Contact Form (Hubbard)

### **B. Approval of Previous Minutes**

Minutes of 10/25/11 pending.

### **C. Guests**

Buran Haidar, George Beitey

### **D. Chancellor's Cabinet (Hsieh)**

- Emergency planning discussion focused on the challenge of communicating with adjunct faculty with personal email addresses. The Chancellor requested personal emails be included with district emails for the purpose of emergency communications.
- The Chancellor and vice chancellors Lee and Neault met with the SDSU president to discuss concerns of transfer and degree requirements within the major alignment. Some SDCCD requirements may be dropped, which may cause district faculty concerns. Vice Chancellor Lee will meet with vice presidents of instruction to discuss, then possibly with Academic Senate. Figueroa suggested Lee meet with VPIs, curriculum chairs and articulation officers first and reported Dan Igou will be providing a curriculum update to Academic Senate on 11/15/11. Barnes will follow up with Lee.
- The State Chancellor's Office continues to solicit input to the Student Success Task Force report.
- Upcoming board of trustees agenda item of interest to Miramar: City College will enter into an agreement with SDSU Research Foundation 2011-2012 to provide an early college/high school program with Hoover High School. The Chancellor requested Miramar College develop an early college/high school plan when the college's new vice president of instruction is on board. Hsieh suggested the program be held on a high school campus instead of the college campus. Figueroa will share information with the Senate.

## **E. NEW BUSINESS**

### **1. Program for 2012 Spring Convocation (Hsieh)**

Hsieh suggested continuing a focus on Integrated Planning during spring flex and invited other topics for consideration. With the deadline for completion approaching, Haidar suggested tying SLO proficiency into planning.

### **2. Instructional Faculty Concerns Regarding Blackboard Outages (Figueroa)**

Figueroa announced resolutions from the faculty may be developed regarding distance learning concerns. During the recent Blackboard outage, Figueroa stated several faculty felt the district IT staff may have minimized the challenges faced by hybrid and campus-based class students.

District Student Services recognized widespread implications and extended drop deadlines. Schwarz reported one year ago faculty was informed of the instability of the new Blackboard program. She also reported the recent outage was discussed by the campus Distance Education Committee, which recommends an emergency preparedness plan be developed for a possible outage in the future.

## **F. OLD BUSINESS**

### **1. Update on Accreditation Follow Up Report & Visit (Barnes)**

Visiting team is scheduled Monday, Nov. 7. Hsieh is still waiting to hear from team chairperson with whom they would like to meet while on campus. District has not received word either. Integrated planning posters and flyers have been distributed.

### **2. On Campus Board Meeting Program Preparation (Hsieh)**

Trevisan sent out a revised timeline for preparation of the PowerPoint, which now includes AV involvement.

### **3. Travel Check List (Beitey)**

Beitey distributed *Pre-approved Travel Request* form and *Miramar College Travel with Expenses Checklist* drafts. Working with web master Bill Smith, the forms are now interactive and will be posted on the web. Links within the checklist will be activated. If travel requests (TR) are created on the district website, but not approved, TRs remains open. Requester must inform Administrative Services to cancel open TR. Bell made a minor edit to the checklist, replacing "President's approval" to "final approval." *Motion (Bell)/Second (Conrad)/Approved* revised online form and checklist.

### **4. Emergency Contact Form (Hubbard)**

Hubbard distributed an Emergency Contact Form draft, which was enthusiastically supported. She will email the pdf form to supervisors and managers for their use.

## **G. REPORTS**

### **Academic Senate (Figueroa)**

Academic Senate meets today at 3:30 p.m. in M-108. Agenda includes: Faculty Hiring Committee report, resolutions, event announcements.

### **Classified Senate (Allen)**

Meeting of 11/3/11 will be held in H-107. Agenda includes: flex week activities in Janaury, recap on 10/28 workshop, fundraising, bylaws.

### **Associated Student Council (Farkiya)**

Fall Fest was a great success. ASC is already planning their spring fest. Students attended the 10/27/11 board meeting to speak against the high speed rail proposal.

### **District Governance Council**

No report.

### **District Strategic Planning Committee**

No report.

### **District Budget Committee**

No report.

### **H. ANNOUNCEMENTS**

- Hsieh shared an award received by the college on October 29 at the *20<sup>th</sup> Anniversary & Awards Gala: Historical Heritage Excellence Award 2011-2012, Education & Community Service*. The glass trophy is signed by Barbara Yorobe, President, San Diego Filipino American Humanitarian Foundation.
- Hsieh thanked Adela Jacobson for her work with the students providing guidance and preparation prior to the board meeting last week.
- Haidar will be presenting a workshop on SLO assessment at the Academic Senate State Plenary Session on Thursday. Figueroa advised a badge for a Miramar administrator who'd like to attend the Plenary Session Thursday-Saturday at the Harbor Island Sheraton has been made available by Chancellor Carroll. The program is posted on the website.

*11/1/11*

*Trevisan*